

840100 - ANGAVAN - Advanced English (DRAFT VERSION)

Coordinating unit:	840 - EUPMT - Mataró College of Engineering
Teaching unit:	840 - EUPMT - Mataró College of Engineering
Academic year:	2015
Degree:	BACHELOR'S DEGREE IN INDUSTRIAL ELECTRONICS AND AUTOMATIC CONTROL ENGINEERING (Syllabus 2009). (Teaching unit Optional) BACHELOR'S DEGREE IN INFORMATICS ENGINEERING (Syllabus 2010). (Teaching unit Optional) BACHELOR'S DEGREE IN MECHANICAL ENGINEERING (Syllabus 2009). (Teaching unit Optional)
ECTS credits:	6
Teaching languages:	English

Teaching staff

Coordinator: Juan García Ramírez

Degree competences to which the subject contributes

Transversal:

1. SELF-DIRECTED LEARNING. Detecting gaps in one's knowledge and overcoming them through critical self-appraisal. Choosing the best path for broadening one's knowledge.
2. EFFICIENT ORAL AND WRITTEN COMMUNICATION. Communicating verbally and in writing about learning outcomes, thought-building and decision-making. Taking part in debates about issues related to the own field of specialization.
3. THIRD LANGUAGE. Learning a third language, preferably English, to a degree of oral and written fluency that fits in with the future needs of the graduates of each course.
5. EFFECTIVE USE OF INFORMATION RESOURCES. Managing the acquisition, structure, analysis and display of information from the own field of specialization. Taking a critical stance with regard to the results obtained.

Teaching methodology

Work in the classroom is based on theoretical explanations on the points of the syllabus. Practice on the theoretical explanations will be provided by the teacher. The tasks will be done individually or in small groups according to cooperative learning methodologies.

Tasks, exercises and activities to be assessed both in the classroom or to be given as homework will have to be handed in just after completing every point in the program (Late or emailed assignments will not be accepted).

Activities leading to achieve functional goals of oral skills will be done in the classroom in groups of two or more students. There is also some autonomous learning time dedicated to the reading of selected articles and to the exercises for assessment.

Learning objectives of the subject

The general aim of the course is to enable students to be competent using English in the professional world.

By the end of the course, students will be able to:

- produce a cover letter and write a CV in English
- plan a job interview
- actively participate in a job interview
- produce formal writings, among them, a brief summary of the final project
- summarize written information
- use numbers correctly and effectively
- produce a professional and effective oral presentation
- make and answer phone calls in English



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Study load

Total learning time: 150h	Hours large group:	0h	0.00%
	Hours medium group:	0h	0.00%
	Hours small group:	52h	34.67%
	Guided activities:	8h	5.33%
	Self study:	90h	60.00%



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Content

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<p>1) Cover letter, CV and Job Interview</p>	<p>Learning time: 50h Practical classes: 13h 20m Guided activities: 1h 40m Self study : 35h</p>
<p>Degree competences to which the content contributes:</p> <ul style="list-style-type: none"> 1 (Transversal) 2 (Transversal) 3 (Transversal) 5 (Transversal) <p>Description:</p> <p>In this section students will work on:</p> <ul style="list-style-type: none"> 1) Research and preparation <ul style="list-style-type: none"> -Identifying the stages in the job application process -Reflecting on the candidate's academic qualifications and professional experience: strengths and weaknesses, personal characteristics, qualifications, transferable skills and professional behavior -Understanding job advertisement jargon 2) Effective cover letters <ul style="list-style-type: none"> -Identifying features of a cover letter (introduction, main body and final paragraph) -Using appropriate language -Writing a cover letter 3) Writing and impressive CV <ul style="list-style-type: none"> -Structuring the CV: sections, headings, common verbs and spelling -Personal statement -Avoiding common mistakes -Detailing education and qualifications -Creating a strong first impression -Identifying your key skills -Demonstrating your interests -Writing a professional CV 4) Successful Interviews <ul style="list-style-type: none"> - Small talk - Common interview questions - Dealing effectively with interview questions - Making a positive first impression - Using positive adjectives - Structuring responses - Talking about yourself - Avoiding common mistakes <p>Related activities:</p> <ul style="list-style-type: none"> -Analyzing and correcting CVs -Role-playing a job interview 	

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Specific objectives:

- Drawing a mind map with your strengths and weaknesses
- Writing a personal statement
- Producing a cover letter
- Writing a successful CV
- Planning and participating in a job interview

2) Business writing

Learning time: 34h

Practical classes: 8h 20m

Guided activities: 1h 40m

Self study : 24h

Degree competences to which the content contributes:

2 (Transversal)

3 (Transversal)

Description:

This chapter deals with:

- Most common writing mistakes for non-native English users
- Useful phrases in formal writing
- Business correspondence: letter and email
- Avoiding Spanglish in formal writing
- Writing a formal report
- Giving a professional presentation on a given subject

Related activities:

- Analysis and correction of typical writing mistakes in English
- Writing practice of reports, letters and emails both in the classroom and as homework
- Exercises with useful phrases used in the business world

Specific objectives:

- Producing formal texts
- Summarizing written information
- Writing a report
- Communicating ideas, points of view and personal opinions on a given subject

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<p>3) Oral Presentations</p>	<p>Learning time: 48h Practical classes: 13h 20m Guided activities: 1h 40m Self study : 33h</p>
<p>Degree competences to which the content contributes: 2 (Transversal) 5 (Transversal)</p> <p>Description: This chapter deals with: - The basic structure of a business presentation - Analysis and development of the different parts of a presentation: introduction, contents, conclusion and signpost language - Improvement of speech quality, body language, use of audiovisual aids, structure and cohesion.</p> <p>Related activities: - Developing and giving several presentations</p> <p>Specific objectives: - Producing an effective presentation in a professional setting and for professional purposes.</p>	
<p>4) Speaking on the phone</p>	<p>Learning time: 12h Practical classes: 1h 40m Guided activities: 0h 20m Self study : 10h</p>
<p>Degree competences to which the content contributes: 2 (Transversal) 3 (Transversal) 5 (Transversal)</p> <p>Description: This chapter works: - Useful phrases used when speaking on the phone - Phrasal Verbs - Analysis and correction of typical errors of non-native English speakers when speaking on the phone - Acquisition of skills in different telephone situations: dealing with customers and providers, management of complaints, making arrangements, orders, etc.</p> <p>Related activities: -Role-playing telephone conversations - Exercises with phrasal verbs</p> <p>Specific objectives: -Handling telephone situations</p>	

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5) Dealing with numbers	Learning time: 8h Practical classes: 1h 40m Guided activities: 0h 20m Self study : 6h
<p>Degree competences to which the content contributes:</p> <ul style="list-style-type: none">2 (Transversal)3 (Transversal)5 (Transversal) <p>Description:</p> <p>This section deals with:</p> <ul style="list-style-type: none">- How to say all types of numbers in English (big figures, mathematical equations, fractions, percentages, ...)- Reading and comprehension of numbers in English- Money verbs <p>Related activities:</p> <ul style="list-style-type: none">- Exercises with big figures, mathematical equations, fractions, percentages, etc.- Listening and comprehension of numbers <p>Specific objectives:</p> <ul style="list-style-type: none">-Using numbers efficiently	

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Planning of activities

<p>1) Cover letter, CV and job interview</p>	<p>Hours: 36h 24m Guided activities: 1h 24m Self study: 35h Laboratory classes: 0h</p>
<p>Degree competences to which the activity contributes:</p> <p>Description: Students will work on the layout and writing of a Cover Letter and a CV in English for a specific job offer. They will have to make the simulation of a job offer.</p> <p>Support materials: Selected Internet links with samples and templates of Cover Letters and CVs. Internet links with questions and videos on job interviews. PDF documents.</p> <p>Descriptions of the assignments due and their relation to the assessment:</p> <ul style="list-style-type: none"> - Writing a cover letter for a job offer - Writing a CV - Simulation of a job interview <p>Specific objectives:</p> <ul style="list-style-type: none"> - Draw a mind map and strengths and weaknesses - Writing a personal statement - Writing a Cover letter - Writing a CV - Planning and participate effectively in a job interview 	
<p>2) Business Writing</p>	<p>Hours: 25h 24m Laboratory classes: 0h Guided activities: 1h 24m Self study: 24h</p>
<p>Degree competences to which the activity contributes:</p> <p>Description: Analysis and correction of typical writing errors in English Practice on writing formal reports, letters and electronic mails Typical expressions used in business writing</p> <p>Support materials: Selected Internet links with writing examples and writing templates PDF Documents</p> <p>Descriptions of the assignments due and their relation to the assessment:</p> <ul style="list-style-type: none"> Writing exercises on emails about different professional situations Writing exercises on reports about different professional situations <p>Specific objectives:</p> <ul style="list-style-type: none"> Producing formal writings Writing a report Communicating ideas, viewpoints and opinions on a given topic through writings 	

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<p>3) Oral Presentations</p>	<p>Hours: 36h 24m Laboratory classes: 0h Guided activities: 1h 24m Self study: 35h</p>
<p>Degree competences to which the activity contributes:</p> <p>Description: Students will work on the different aspects of an effective oral presentation in English: how to make a good introduction, how to make effective transitions, how to describe the main points, how to make a strong conclusion, how to manage questions and answers, how to improve non-verbal language.</p> <p>Support materials: Selected Internet links PDF Documents</p> <p>Descriptions of the assignments due and their relation to the assessment: Making an oral presentation on a piece of work of a topic related to the student's course</p> <p>Specific objectives: To produce an oral presentation of a project or written paper</p>	
<p>4) Speaking on the phone</p>	<p>Hours: 10h 20m Laboratory classes: 0h Self study: 10h Guided activities: 0h 20m</p>
<p>Degree competences to which the activity contributes:</p> <p>Description: Making simulations of telephone calls in English regarding situations related to businesses and in professional contexts</p> <p>Support materials: Internet Links PDF Documents</p> <p>Descriptions of the assignments due and their relation to the assessment: Taking part in oral and written tasks on the use of the phone in a professional context</p> <p>Specific objectives: To effectively manage phone calls in English</p>	
<p>5) Dealing with numbers</p>	<p>Hours: 6h 20m Laboratory classes: 0h Self study: 6h Theory classes: 0h 20m</p>

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Degree competences to which the activity contributes:

Description:

- Exercises on numbers in big figures, mathematical equations, fractions, percentages, etc.
- Exercises on oral comprehension of numbers

Support materials:

- Selected Internet links
- PDF documents

Descriptions of the assignments due and their relation to the assessment:

- Oral tasks on the use of numbers
- Listening comprehension of numbers

Specific objectives:

- To use big figures in English
- To use fractions and mathematical equations in English
- To use percentages in English
- To acquire the vocabulary related to numbers

Qualification system

Exercises done in the classroom or as homework assignments will be collected by the teacher on all the topics of the course:

- Cover letters, CVs and interviewing
- Formal writing
- Written presentations
- Telephone calls
- Numbers and phrasal verbs

Additionally, students will have to do oral activities: role-playing in pairs or in groups and individual presentations

1. Class exercises and practical works: 40%
2. Written report and oral presentation: 20% + 20%
3. Attendance, class participation and homework: 20%

- Students who do not achieve the above requirements will have to do a resit exam, whose mark will be 60% (Point 1)

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Regulations for carrying out activities

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- If any of the proposed activities, exercises or tests is not done, it will be marked as a 0.
- Tasks will have to be handed in to the teacher for assessment on the assigned date (Late or emailed homework will not be accepted).
- No handouts or dictionaries will be allowed during practical works or exams.

VERY IMPORTANT:

Total or partial PLAGIARISM of any of the assignments will be automatically qualified as FAIL (0). And, if plagiarism is repeated, it may mean that the module has a definitive qualification of FAIL (0).

PLAGIARISM consists of copying text from unacknowledged sources, whether this is part of a sentence or a whole text, which is intended as the student's own text. It includes cutting and pasting from Internet sources, presented unmodified in the student's own text. PLAGIARISM IS A SERIOUS OFFENCE. Students must respect authors' intellectual property, always identifying the sources they may use. They must also be responsible for the originality and authenticity of their own texts.

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Bibliography

Complementary:

- Downes, Colm. Cambridge English for Job-Hunting. Cambridge: Cambridge University Press , 2008.
- Evans, David. Business English Verbs. Harlow: Penguin English, 2000.
- Flinders, Steve. Test Your Professional English: Business. Harlow, Essex: Pearson Education, 2002.
- McCarthy, Michael, and Felicity O'Dell. English Vocabulary in Use. Cambridge: Cambridge University Press, 2001.

Others resources:

Hyperlink

<http://www.careers.com/>
Top U.S. Career Listings

<http://www.videojug.com/tag/job-search-advice>
Job search advice

<http://www.personalitytype.com/>
Personality type assessment test

<http://jobs.theguardian.com/>
Guardian jobs

<http://www.videojug.com/film/how-to-write-a-cover-letter>
How to write a cover letter

<http://www.cvtips.com/>
CV tips

<http://www.cv-masterclass.com/>
CV Advice, CV Examples, CV Writing, CV Courses

<http://www.careers.lon.ac.uk/files/pdf/Interviews.pdf>
Interview tips

<http://www.gradsintocareers.co.uk/>
Getting graduates into careers

<http://targetjobs.co.uk/careers-advice>
Careers advice: fine tune your job hunting skills